

**CLASS TITLE: CHIEF OF TRANSPORTATION AND GROUNDS
(RIMC)**

Class Code: 02326500

Pay Grade: 21A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for a comprehensive transportation and grounds maintenance program; to plan, organize, coordinate and direct the work of a staff engaged in various grounds maintenance and transportation activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to existing policy and for results obtained.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the activities of a staff engaged in a program of transportation and grounds maintenance.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate and direct a transportation program involving: general transportation, ambulance service, bus service, truck service for on the grounds movement of supplies and a central repair garage.

To coordinate the projected usage of vehicles by various units and establish priorities for vehicle usage.

To plan the utilization of vehicles in order to maximize efficiency and to conserve fuel and manpower.

To maintain various records related to the transportation function.

To plan, organize, coordinate and direct a grounds maintenance program involving: care for grass and garden areas, road maintenance, snow and ice removal, flower planting, operation of a greenhouse, maintenance of recreational areas, and trash collection.

To recommend improvements to the grounds.

To keep records of work in progress and projection.

To prepare manpower and equipment utilization reports.

When necessary, to operate various trucks and motor equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices and procedures necessary to direct and coordinate an institutional transportation program; a thorough knowledge of grounds and road maintenance work; a working knowledge of supervisory techniques and practices; the ability to formulate and present recommendations for improvements and increased efficiency; the ability to prepare special and reoccurring reports; the ability to maintain effective working relationships with subordinates and various departmental officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory capacity in the areas of transportation and grounds maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 2, 1979

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